- Using the mouse – clicking on one of the sheet tabs at the bottom of the spreadsheet selects that sheet.

If there are many sheets in the spreadsheet, some of the sheet tabs may be hidden. If this is the case, use the four buttons to the left of the sheet tabs to move the tabs into view (Figure 13).

> ✅ **Note**
>
> The sheet tab arrows that appear on the left in Figure 13 are only active if there are more sheet tabs than can be displayed.
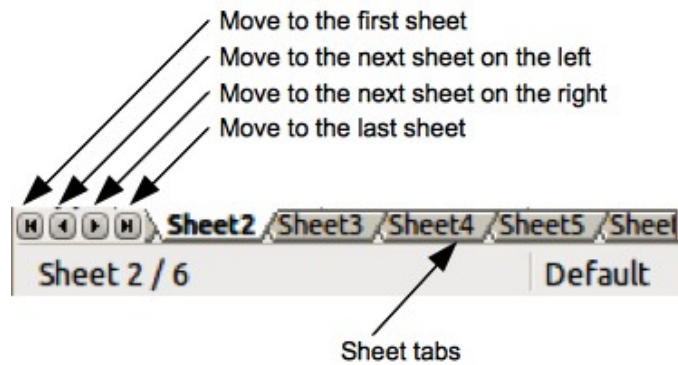

Figure 13: Navigating sheet tabs

> ✅ **Note**
>
> When you insert a new sheet into a spreadsheet, Calc automatically uses the next number in the numeric sequence as a name. Depending on which sheet is open when you insert a new sheet, your new sheet may not be in numerical order. It is recommended to rename sheets in a spreadsheet to make them more recognizable.

Keyboard navigation

You can navigate a spreadsheet using the keyboard, by pressing a key or a combination of keys at the same time. For example, *Ctrl+Home* moves the focus to cell A1. Table 3 lists the keys and key combinations you can use for spreadsheet navigation in Calc.

Table 3. Keyboard cell navigation

Keyboard shortcut	Cell navigation
→/←	Moves cell focus right/left one cell.
↑/↓	Moves cell focus up/down one cell.